

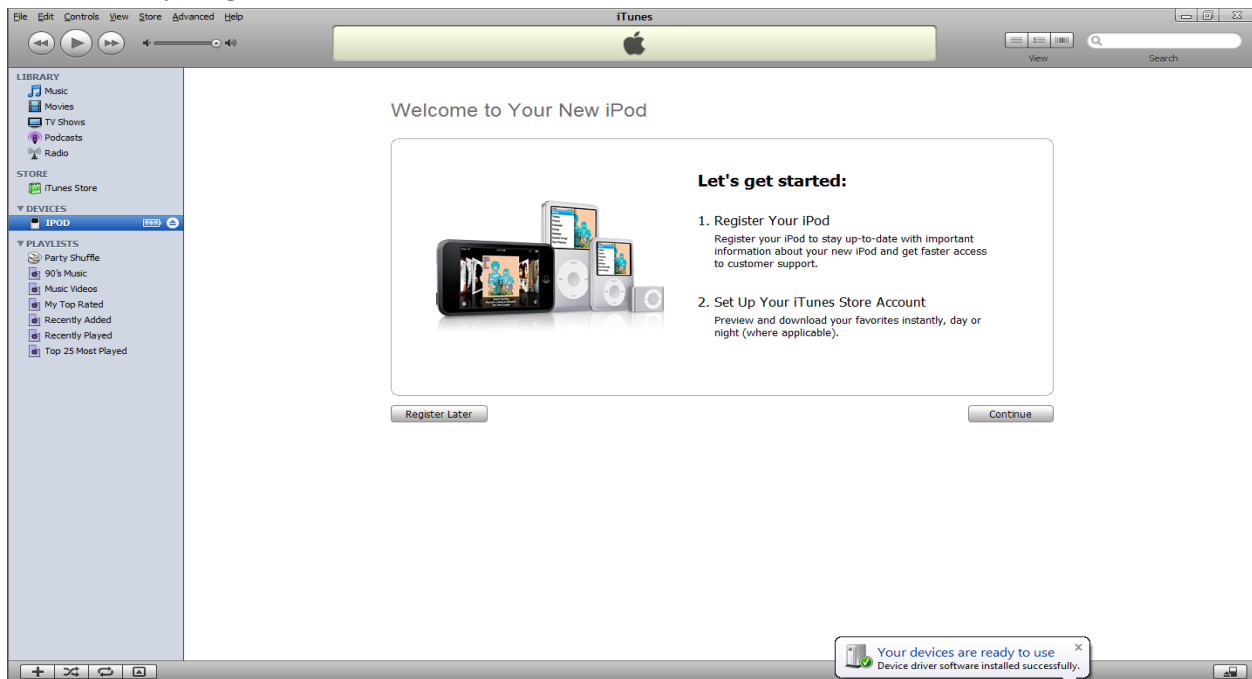
An abstract graphic featuring three blue circles of varying sizes. The largest circle is in the top right, a medium-sized one is in the center, and another large one is in the bottom right. Two thin, light blue diagonal lines intersect the circles. The top-left line passes through the top-left of the top-right circle and the bottom-left of the center circle. The bottom-right line passes through the bottom-right of the top-right circle and the top-right of the center circle.

# **Audiobooks for Superintendents**

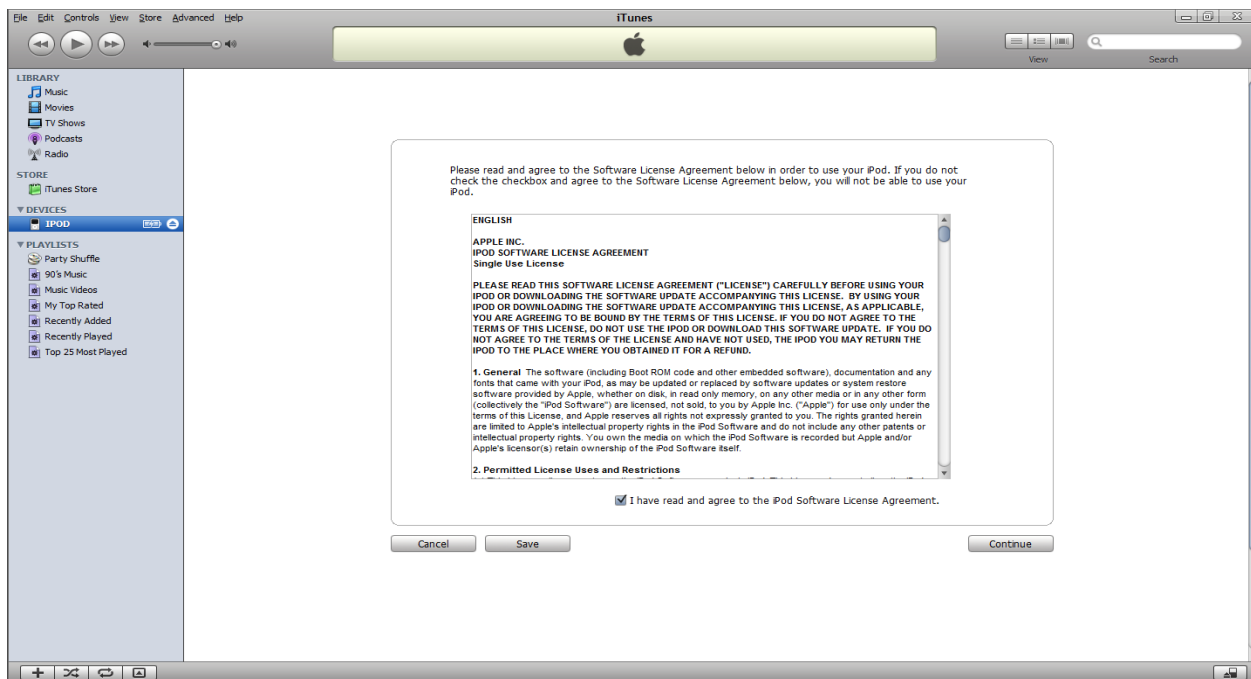
AEA iPod Project

9/2/2008

Formatting the iPod – make sure that you connect iPods to either a Mac or PC machine, depending upon which one the user will be syncing to



1. Open iTunes
2. Connect iPod to computer
3. After about a minute, the above screen will appear
4. Choose Register Later
5. Agree to License
6. Continue



Julia's stuff here...

After account is set up and books are purchased, go to MyLibrary to download books.

1. Log in if necessary

2. Click on My Library

3. Click download for the first title

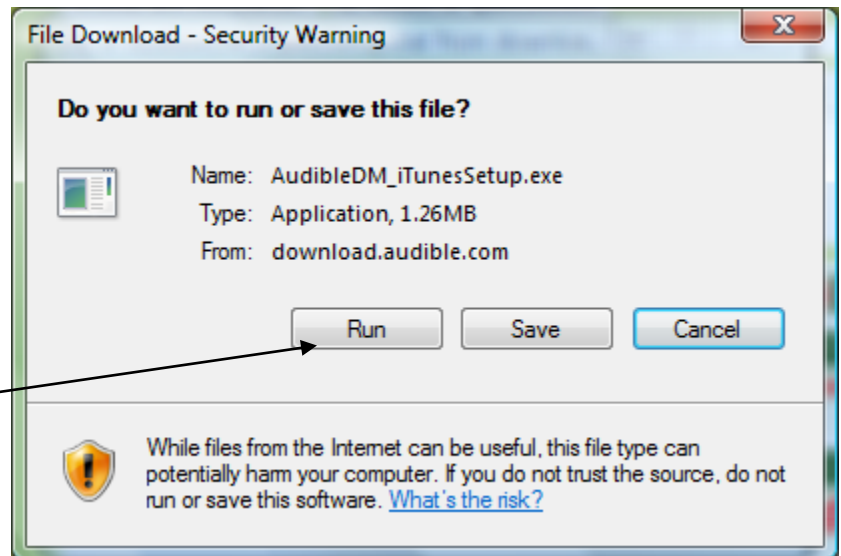
4. You will be asked what device you are using

5. Download the AudibleDM (Download Manager)

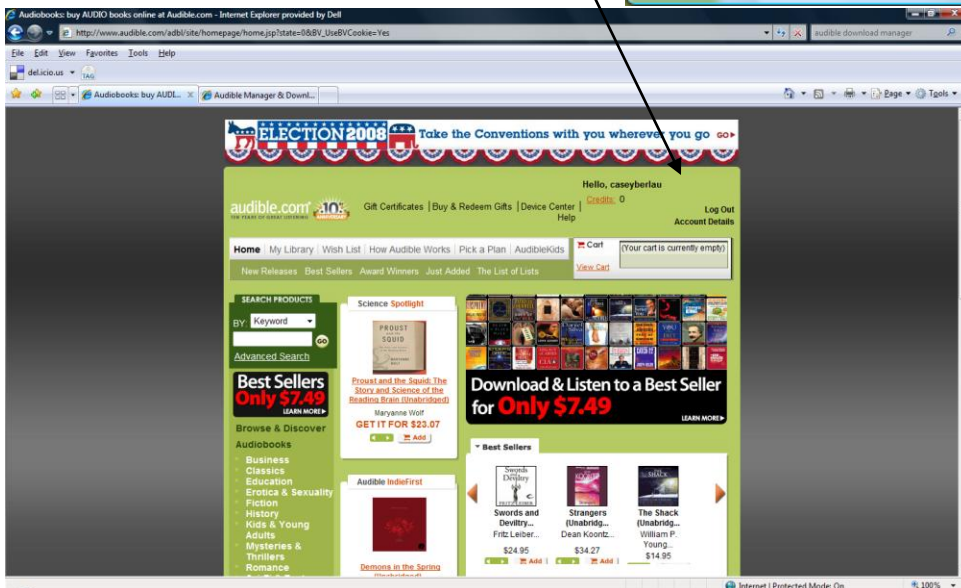
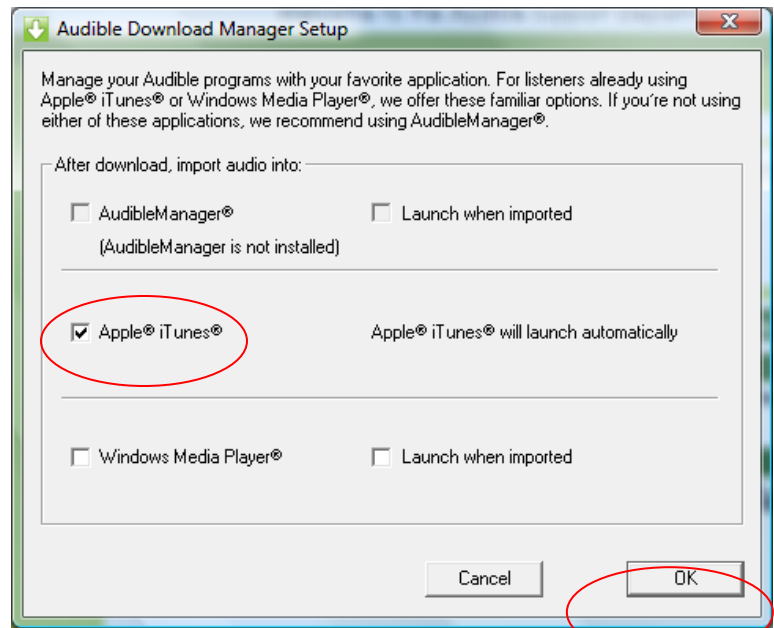
6. Click on Run

7. Continue and accept the license agreement

8. Accept the default for where to install the software "ok"



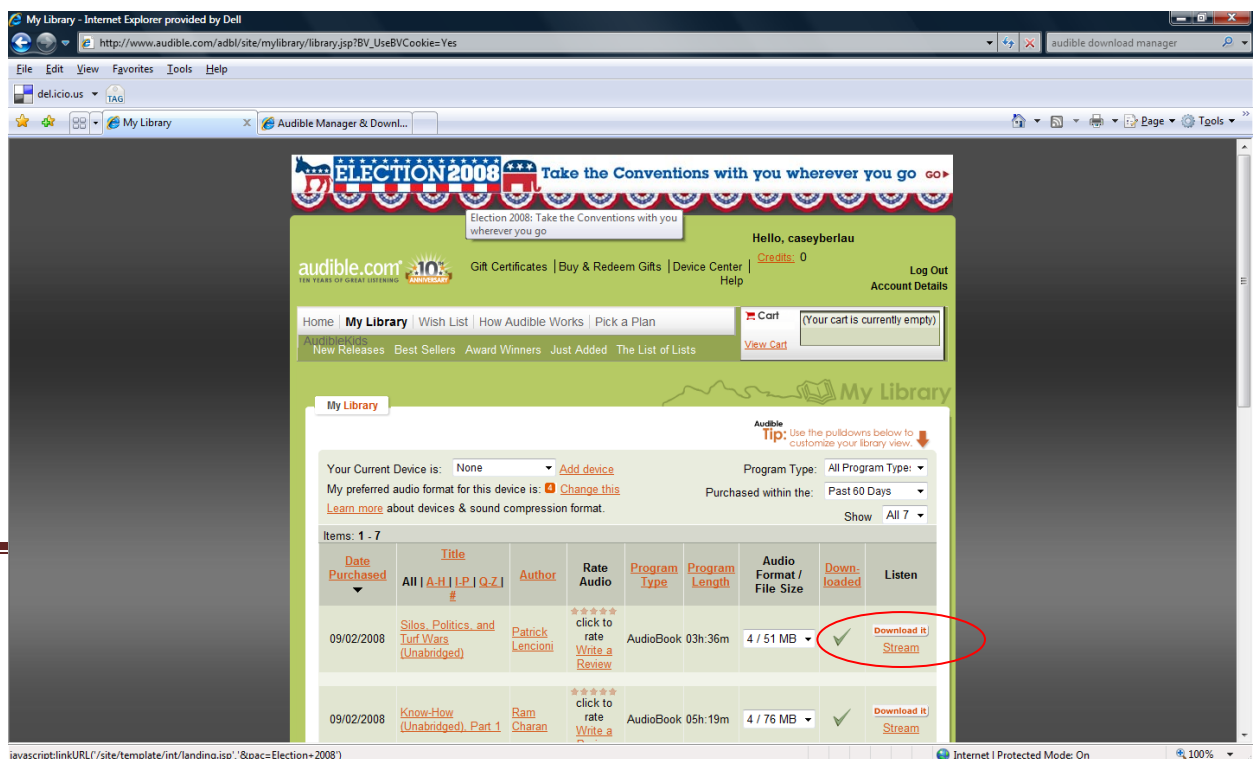
9. Make sure that Apple iTunes is selected in the setup box and click OK
10. You will get the message that Audible Download has been successfully installed.
11. If using a PC, click on Account details (under login button) You may have to re-type your account password for verification purposes.
12. In the Preferences section, turn off "software verification"



## Downloading to iTunes

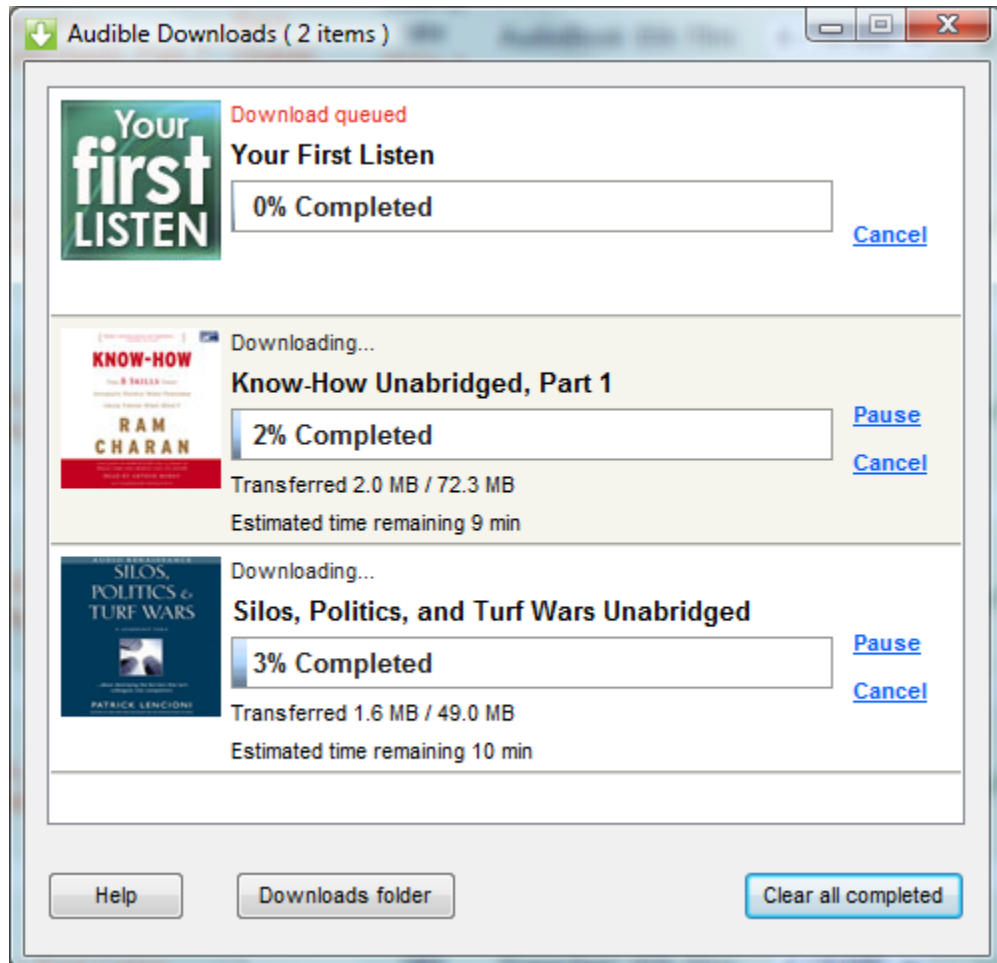
1. Click on My Library
2. Your titles will show up in orange
3. In last column,

## iPod Project



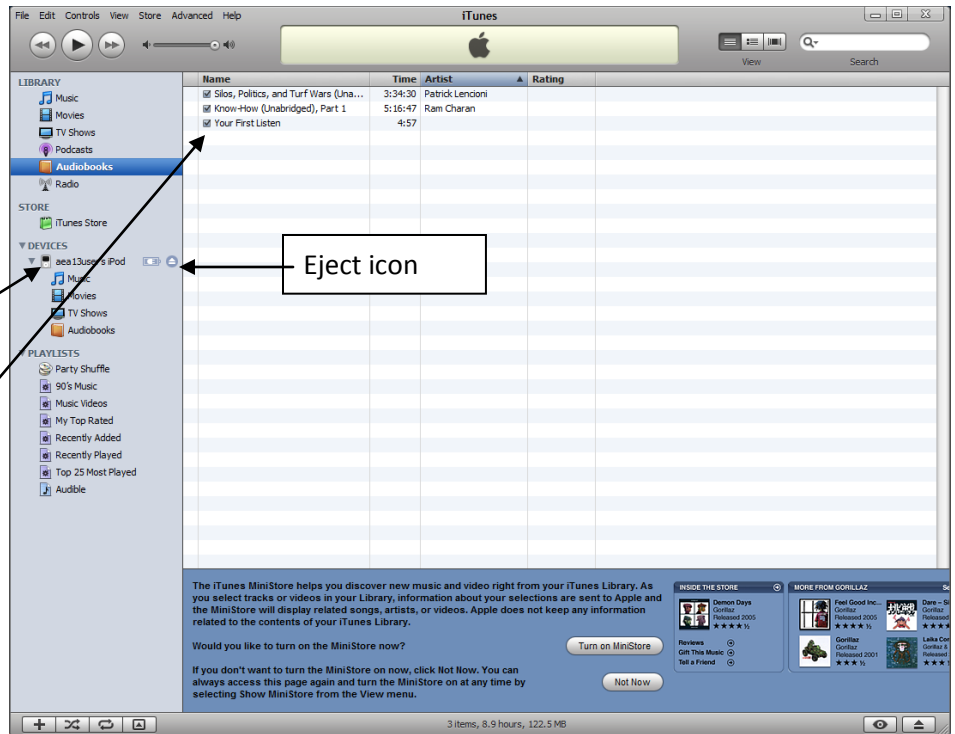
click on Download It

4. If using Vista, click on **Allow** for each title that you download
5. If using XP, just click each download it button
6. If using Mac OS, in the download manager, click **OK** for **each title**.
7. Note: be patient if downloading several titles at a time



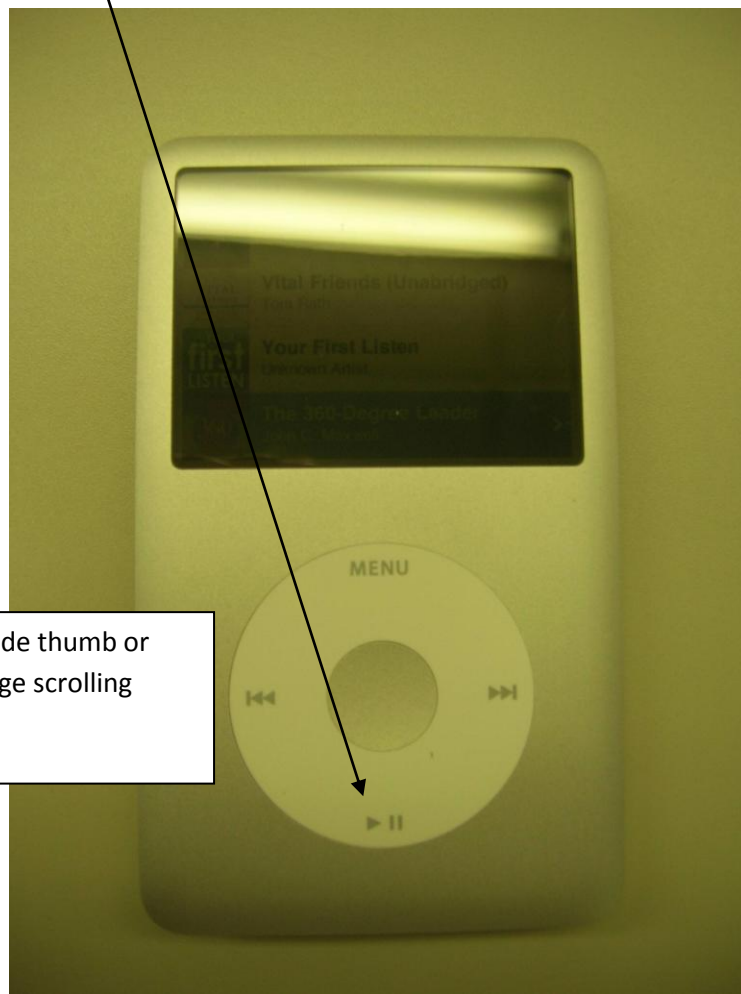
## iTunes to iPod

1. Once titles are downloaded, they will appear in your library in iTunes under Audiobooks category.
2. Connect your iPod (or if already connected), look in left-hand column to see your iPod
3. Select all book titles (ctrl-A)
4. Drag and drop them on the name of your iPod in the left-hand column
5. Wait for synchronization to complete
6. Right-click (PC) your iPod and choose eject or simply click the eject button before disconnecting your iPod from the computer.



### iPod – Listening to your audiobooks

1. If hold button is on, slide to off (non-orange) position
2. To turn iPod on, click on Menu
3. In category list, select Music (center of scroll wheel)
4. Scroll down to Audiobooks (I know, they should have an Audiobooks category!! Tell Steve Jobs!) and select it
5. Scroll to your book and select it
6. Enjoy listening!
7. To turn off iPod, click and hold the play button for about 3 seconds



iPod scroll wheel – simply slide thumb or finger around “ring” to change scrolling choices on screen